



State of Wisconsin
Governor Scott Walker

TO: **Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
Training Staff
Child Care Coordinators**

FROM: Kath McGurk, Director
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DECE/BELP OPERATIONS MEMO

No: 18-10

DATE: 04/19/2018

Child Care

SUBJECT: Authorization Ending Language

CROSS REFERENCE: [Wisconsin Shares Policy Manual](#), Section [2.3](#)

EFFECTIVE DATE: April 20, 2018

PURPOSE: The purpose of this Operations Memo is to inform local Child Care agency staff of language that will be added to the Quarterly Subsidy Authorization Notice. The new language will inform a parent that their child's authorization is ending, when no future authorization is in place.

BACKGROUND: Parents currently receive a Quarterly Subsidy Authorization Notice that is mailed approximately ten (10) calendar days before the beginning of the next quarter. This notice contains three (3) months of detailed authorization information including the child's name, date of birth, child care provider name, provider number and location number, FIS provider ID, monthly authorized hours, monthly authorization effective periods, and the monthly Wisconsin Shares amount. The quarterly notice also provides a 12-month forecast indicating which months an authorization is in place for that child.

Approximately ten (10) calendar days before the end of each month, EBT CSAW reviews all authorizations. If there has been a change to the authorization since the original quarterly notice was sent, or if an authorization is ending, an updated Quarterly Subsidy Authorization Notice will be re-sent.

POLICY:

Wisconsin Shares Child Care Policy Manual Section [2.3.1: Parent Authorization Notices](#) states that parents currently receive a Quarterly Subsidy Authorization Notice that contains three (3) months of detailed authorization information.

The quarterly notice is mailed approximately ten (10) calendar days before the beginning of the next quarter, as follows:

- **First quarter:** Mailed approximately December 20 for January, February, and March.
- **Second quarter:** Mailed approximately March 20 for April, May, and June.
- **Third quarter:** Mailed approximately June 20 for July, August, and September.
- **Fourth quarter:** Mailed approximately September 20 for October, November, and December.

The quarterly notice provides a 12-month forecast indicating the months an authorization is in place.

Each month, approximately ten (10) calendar days before the end of the month, but before the last business day of the month, EBT CSAW reviews all authorizations; and if there has been a change to an authorization, an updated Quarterly Subsidy Authorization Notice will be sent.

When an authorization is created anytime during a month with a begin date in that same month, EBT CSAW will send a quarterly authorization notice to the parent the same day the authorization is entered. (E.g., a new authorization is created on 6/6/18 and begins on 6/11/18. A 2018 second quarter notice that covers April, May, and June will be generated the same day and sent to the parent.)

An authorization created anytime during a month with a begin date in the following month, EBT CSAW will send a quarterly authorization notice to the parent depending on when the authorization is entered.

- If the authorization is entered **before** the monthly notice run date, a notice will be sent approximately ten (10) calendar days before the end of the month. (E.g., a new authorization is created on 8/17/18 and begins on 9/3/18. A 2018 third quarter notice that covers July, August, and September will be generated during the monthly notice run on 8/20/18 and sent to the parent.)
- If the authorization is entered **after** the monthly notice run date, a notice will be sent the same day the authorization is entered. (E.g., a new authorization is created on 8/27/18 to begin on 9/3/18. A 2018 third quarter notice that covers July, August, and September will be generated the same day and sent to the parent.)

New Authorization Ending Language

An updated Quarterly Subsidy Authorization Notice is issued to the parent when an authorization ends after the monthly or quarterly notice date, or when an authorization ends and a new authorization has not been created in EBT CSAW. EBT CSAW currently looks for a future authorization and if one does not exist, new authorization ending language will be added to the Quarterly Subsidy Authorization Notice.

Two pieces of new language will be added that are intended to draw the parent's attention to the fact that their child(ren)'s authorization is ending. The text box below will appear on the first page of the Quarterly Subsidy Authorization Notice.

**WI Shares Parent Notice
Quarterly Child Care Authorized Subsidy Information**

IMPORTANT: Your child(ren)'s authorization is ending. Please see below.

To indicate which child(ren)'s authorization is ending, the text box below will appear before each child whose authorization is ending during a quarter covered by that Quarterly Subsidy Authorization Notice.

The authorization end month for ED WINDSOR is December. Contact your worker if you need a new authorization. An X shows the months you have authorizations for ED WINDSOR:

Below are scenarios to illustrate the timing of the notice and when the new authorization ending language will or will not appear on the Quarterly Subsidy Authorization Notice.

In Scenario 1, the authorization is naturally ending after the February monthly notice cutoff date and no future authorization exists; therefore, an updated quarterly authorization notice with the new authorization ending language will be sent.

Scenario 1:

- On 10/24/17, an authorization is created for 11/1/17 – 3/15/18. The 2017 fourth quarter authorization notice is sent on this date for October, November, and December.
- On 12/20/17, the authorization is still in place for 11/1/17 – 3/15/18. The 2018 first quarter authorization notice is sent on this date for January, February, and March.
- On 2/19/18, the authorization is still in place for 11/1/17 - 3/15/18. No authorization exists after 3/15/18 so the same 2018 first quarter notice is re-sent and now includes the new authorization ending language.

In Scenario 2, eligibility is ended in CARES Worker Web (CWW) after the February monthly notice cutoff date; therefore, an updated quarterly notice is sent with the new authorization ending language.

Scenario 2:

- On 10/27/17, an authorization is created for 11/1/17 – 7/15/18. The 2017 fourth quarter authorization notice is sent on this date for October, November, and December.
- On 12/20/17, the authorization is still in place for 11/1/17 – 7/15/18. The 2018 first quarter authorization notice is sent on this date for January, February, and March.

- On 2/19/18, the authorization is still in place for 11/1/17 - 7/15/18. Batch ACT closes child care in CWW and ends the authorization as of 2/28/18. No authorization exists after 2/28/18, so the 2018 first quarter notice is re-sent and now includes the new authorization ending language.

In Scenario 3, the authorization ends after the April monthly notice cutoff date and there is no future authorization; therefore, an updated 2018 second quarter notice is sent and includes the new authorization ending language.

Scenario 3:

- On 3/15/18, a retro-authorization is created for 3/1/18 – 7/31/18. The 2018 first quarter notice is sent on this date for January, February, and March.
- On 3/20/18 the authorization is still in place for 3/1/18 – 7/31/18. The quarterly authorization notice is run on this date; therefore, the 2018 second quarter notice is sent out for April, May, and June.
- On 4/20/18, the worker changes the authorization to 3/1/18 – 4/30/18. The 2018 first quarter notice and the 2018 second quarter notices were sent out on 3/15/18 and 3/20/18. The authorization ends after the monthly notice run date of 4/20/18 and there is no future authorization, so the same 2018 second quarter notice is re-sent and now includes the new authorization ending language.

In Scenario 4, the authorization ends prior to the January monthly notice cutoff date; therefore, no updated quarterly authorization notices are sent.

Scenario 4:

- On 11/1/17, an authorization is created for 11/15/17 – 1/20/18 and for 3/19/18 – 6/8/18. The 2017 fourth quarter notice is sent on this date for October, November, and December.
- On 12/20/17, the authorization is still in place for 11/15/17 – 1/20/18 and for 3/19/18 – 6/8/18. The quarterly authorization notice is run on this date; therefore, the 2018 first quarter notice for January, February, and March is mailed.
- On 1/22/18, at the parent's request, the worker deletes the 3/19/18 – 6/8/18 authorization. This is the date of the monthly notice run. The authorization ended prior to the monthly notice run and no future authorization exists; therefore, no updated authorization notice will be sent.

Good communication between the local agency workers and parents regarding authorization ending dates is important and should help alleviate questions. Workers should also encourage parents to use the [Parent Portal](#) to monitor their authorization end dates.

CONTACTS:

For Wisconsin Shares Child Care policy questions outside of Milwaukee County contact your Bureau of Regional Operations (BRO), Child Care Coordinators at BROCCPolicyHelpDesk@wisconsin.gov.

For Child Care CARES/CWW and CSAW Processing Questions statewide, and policy questions in Milwaukee County, contact the Child Care Subsidy and Technical Assistance line at: childcare@wisconsin.gov or (608) 422-7200.

DCF/DECE/BELP/MS